

# Creating Events and Sessions

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# Introduction

**Event** - a learning event or course, usually in a classroom/laboratory (e.g. Safety Team Training)

**Session** - a specific occurrence of an event (e.g. Safety Team Training on 25th February 2017)

This guide is intended to show you how to add a new event, and how to add sessions to events. You can add a session from the past to record previously completed training, or you can add a session for a future date, to allow people to book the training in advance.

# Events

## Creating a New Event

1. Select the **Classroom Events > Manage Events & Sessions** menu item
2. Click on **Create New Event**

Manage Events & Sessions **Show Me**

Manage Events & Sessions

Waitlists Exception Requests Interest Tracking ?

**Search all events**

☒ Search for all events ☐ Search for all sessions

Event Name Topic Vendor

All Languages

or search for sessions directly by using Classroom Session ID number

Classroom Session ID Number ☒ View Active Events Only

Search

[Create New Event](#) [Export to Excel](#)

Events

3. There are 4 tabs that need to be clicked on, to fill out the details required for a new event, as follows:

## Properties

Fill in the following fields:

- **Event Name**  
The name for your training course
- **Vendor**  
The organisation delivering the course. Select 'University of York' if a more specific one is not listed.
- **Training Hours**  
How long is the course?
- **Description**  
A description of the course, which will be shown to users when they view the course details.
- **Objectives**  
What outcomes can staff expect once they have done the course?
- **Topics**  
Select one or more appropriate categories for the training
- **Options**  
Tick all three options:

- Active
- Allow users to attend multiple sessions
- Allow interest tracking
- **Ability to select sessions**  
Select both options
  - End Users
  - Admins and managers
- **Training Contact**  
Who is delivering the course?

**Properties**

**Event Name:** How to be Great at Everything

**Event number:**

**Vendor:** University of York

**Training Hours:** 7 hour(s) 0 minute(s)

**Object ID:** c751e3f5-9e0d-4e2c-bd79-896064d18e0b

**Description:**

Tired of being at bit rubbish? Find out how to:

- Be Great
- Be Awesome
- Be Amazing

**Resources:** Add Attachment

**Objectives:**

By the end of this course, you will be able to:

- Do your job in half the time
- Delegate like a pro
- Be your own boss

**Available languages:** English (UK) Tick all the languages contained in the content of this event.

**Default Language:** English (UK) This is the language in which the event is shown to the user if this event's information is not localised into their language.

**Course ID:**

**Training Type:** Select

**Resources:** Add Material

Type	Title	Location	Notes
Topics	Add Topic		
Competencies	Staff Development > Personal and professional effectiveness		
Skills	Add Skill		

**Options:** ☒ Active ☒ Allow Users To Attend Multiple Sessions ☒ Allow interest tracking

**Ability to select sessions:** Controls the visibility of the "Select session" link for an event on an end user's training record and training details.

☒ End users ☒ Admins and managers

**Keywords:**

**Training Contact:** DUNCAN HARDY duncan.hardy@york.ac.uk

Created By: DUNCAN HARDY on 15 January 2018  
Last Modified By: DUNCAN HARDY on 15 January 2018

## Availability

This controls who can view the training in the LMS. Select **All Users** to make the training available across the University, or select **Department** to target the availability of the training to a particular department.

**NB - if no availability is defined, then the course will not be visible in the LMS.**

**Availability**

☒ Copy Availability To New Sessions

**AVAILABILITY**

Select Criteria

REMOVE CRITERIA	INCLUDE DIRECT REPORTS	PRE-APPROVED	REGISTER UPON APPROVAL	TRAINING REQUEST FORM
<input type="button" value="All users in Corporation: University of York (University of York)"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Please select a Request Form

## Pricing

This tab is not used

## Session Defaults

The values entered in this section define the defaults when a new session is created. However, these can always be updated at the session level if required.

## Registration

**REGISTRATION**

Advance Registration: ☒ Allow Advance Registration for Interested Users

Advance Registration lasts for  days after session is created

☐ Users are Pre-Approved

☒ Register Users on Approval

Registration Deadline:  (Days)  Before  first part of session starts. (Request and Register)

Before: (Session Start Date and Time – Timing Selected Above = Registration Deadline)

After: (Session Start Date and Time + Timing Selected Above = Registration Deadline)

Minimum Registration:

Maximum Registration:

Course ID:

## Enrolment

**ENROLMENT**

Once users are registered in this session, some enrolment options may not be available.

☒ None

☐ Place enrolment restrictions

☐ Manage reservations and restrictions

## Waitlist

**WAITLIST**

Waitlist: ☒ Allow waiting list for sessions in this event

☒ Allow Auto-Management of waiting list

☐ Grant waiting list opening to one user at a time based on priority

☒ Grant opening to all users on the waiting list at once for first come first served registration

☐ Auto-Register User upon Granting Waiting List

All other sections can be left as they are.

# Sessions

## Browse and select events

4. Select the **Classroom Events > Manage Events & Sessions** menu item
5. From the list of events displayed, click on the **calendar** icon for the event that you wish to add a session for:

Events								
Event Name	Topics	Vendor	Language(s)	Tentative Sessions	Approved Sessions	Completed Sessions	Evaluation	Options
Chem Breathing Apparatus	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Chemistry Fire Extinguisher Practice	Health, safety and welfare	Chemistry	English (UK)	0	1	0		
Departmental Induction (Chemistry)	Induction	Chemistry	English (UK)	0	0	0		
Gas Cylinder Usage	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Lasers	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Nitrogen	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Pyrophoric Chemical Safety	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Radioactive	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Risk Assessment Required	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Safety Team Training	Health, safety and welfare	Chemistry	English (UK)	0	0	6		
Schlenk Technique	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
Vacuum Technique	Health, safety and welfare	Chemistry	English (UK)	0	0	0		
X-Ray	Health, safety and welfare	Chemistry	English (UK)	0	0	0		

6. NB - by default, completed sessions are not displayed. To display past sessions, tick the completed checkbox, and then click search. The list of sessions will be displayed:

Tentative

Approved

Completed

Cancelled

Session ID

Location

Classroom Session ID Number

Trainer

Starting date:

to

Search

Create New Session

Sessions

Day	Starting date	End date	Session ID	Classroom Session ID Number	Location	Enrolment	Evaluation	Status	Options
Tuesday	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT		7210	Chemistry	5 of 100		Completed	
Monday	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT		7209	Chemistry	1 of 100		Completed	
Monday	30/09/2013 10:00 GMT	30/09/2013 12:00 GMT		7206	Chemistry	11 of 100		Completed	
Thursday	29/02/2013 10:00 GMT	28/02/2013 12:00 GMT		7205	Chemistry	1 of 100		Completed	
Wednesday	31/10/2012 10:00 GMT	31/10/2012 12:00 GMT		7203	Chemistry	1 of 100		Completed	
Friday	30/05/2008 10:00 GMT	30/05/2008 12:00 GMT		7201	Chemistry	2 of 100		Completed	

7. To add a new session, you can either
  - a. Copy an existing session - this is the most straightforward, as this will copy all of the details, allowing you to alter the bits that you need to change.
  - b. Create a new session - allows you to add the details from scratch.



## Copying an existing session

1. Click on the **Copy Session** icon for the session that you wish to copy:

Search

☐ Tentative ☒ Approved ☒ Completed ☐ Cancelled

Session ID:  Classroom Session ID Number:  Starting date:  to

Location:  Trainer:

Sessions (6 results)

Day	Starting date	End date	Session ID	Classroom Session ID Number	Location	Enrolment	Evaluation	Status	Options
Tuesday	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT		7210	Chemistry	5 of 100		Completed	
Monday	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT		7208	Chemistry	1 of 100		Completed	
Monday	30/09/2013 10:00 GMT	30/09/2013 12:00 GMT		7206	Chemistry	11 of 100		Completed	
Thursday	28/02/2013 10:00 GMT	28/02/2013 12:30 GMT		7205	Chemistry	1 of 100		Completed	
Wednesday	31/10/2012 10:00 GMT	31/10/2012 12:00 GMT		7203	Chemistry	1 of 100		Completed	
Friday	30/05/2008 10:00 GMT	30/05/2008 12:00 GMT		7201	Chemistry	2 of 100		Completed	

2. Click on the **Edit** icon in the **Parts Schedule** section:

Safety Team Training  
Created by DUNCAN HARDY on 09/08/2017

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part. If this session is made up of multiple parts, enter schedule information for each part separately by clicking "Add Part" and entering the information on the new line. To check for location, equipment, or venue timetable clashes between your sessions or with other scheduled sessions, click "Check for Timetable Clashes."

Session

Parts Schedule

Details  
Availability  
E-mails  
Pricing  
Summary

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Trainer	Options
@	Tuesday	1	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT	2 Hour(s) 0 Minute(s)	Chemistry		

3. Select the start and end date for the session, and then click on **Save Part**:

Safety Team Training  
- Created by DUNCAN HARDY on 09/08/2017

Session

Parts Schedule

Details  
Availability  
E-mails  
Pricing  
Summary

Edit Part

Name:

Description:

Location:

DATE AND TIME

Starting date:  End:

Start Time:

Time Zone:

Part Duration: 2 Hour(s) 0 Minute(s)

PART BREAK

Part Duration - Break(s) = Training H

PART OCCURRENCE

Occurs

☒ Once  
☐ Daily  
☐ Weekly  
☐ Monthly

Duration

Starting date: 14/11/2014

4. As you are copying an existing session, you should not need to edit any of the other details listed in the box on the left side of the screen. However, you may wish to check the **Registration** section under the **Details** tab if you wish to



alter the Maximum and/or Minimum Registration number (see point 5 under “Creating a New Session”, below).  
Click the **Save** icon.

#### Safety Team Training

- Created by DUNCAN HARDY on 09/08/2017

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part. If this session is made up of multiple parts, enter schedule information for each part, or venue timetable clashes between your sessions or with other scheduled sessions, click “Check for Timetable Clashes.”

**Session** Show Me

**Parts Schedule**

Add Part View Events Calendar Export to Excel Check Timetable Clashes

Status	Day	Part Name	Starts	Ends	Training Hours	Location
	Friday	1	14/11/2014 10:00 GMT	14/11/2014 12:00 GMT	2 Hour(s) 0 Minute(s)	Chemistry

Save Cancel Next »

5. The new session appears in the list:

Day	Starting date	End date	Session ID	Classroom Session ID Number	Location	Enrolment	Evaluation	Status	Options
Friday	14/11/2014 10:00 GMT	14/11/2014 12:00 GMT		7280	Chemistry	0 of 100		Approved	
Tuesday	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT		7210	Chemistry	5 of 100		Completed	
Monday	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT		7208	Chemistry	1 of 100		Completed	
Monday	30/09/2013 10:00 GMT	30/09/2013 12:00 GMT		7206	Chemistry	11 of 100		Completed	
Thursday	29/03/2013 10:00 GMT	29/03/2013 12:00 GMT		7205	Chemistry	1 of 100		Completed	
Wednesday	31/10/2012 10:00 GMT	31/10/2012 12:00 GMT		7203	Chemistry	1 of 100		Completed	
Friday	30/05/2008 10:00 GMT	30/05/2008 12:00 GMT		7201	Chemistry	2 of 100		Completed	

## Creating a new session

1. Click on **Create New Session**:

The screenshot shows the 'Create New Session' form. At the top, there are search filters for 'Tentative', 'Approved', 'Completed', and 'Canceled'. Below these are input fields for 'Session ID', 'Classroom Session ID Number', 'Starting date' (with a date range selector), and 'Location'. A 'Search' button is located at the bottom right. Below the search bar, there is a 'Sessions' tab and a 'Create New Session' button, which is highlighted with a red circle. Below the button is a table with columns: Day, Starting date, End date, Session ID, Classroom Session ID Number, Location, Enrolment, Evaluation, Status, and Options. The table currently shows 0 results.

2. On the Schedule Wizard section, select Once, and choose that training date:

The screenshot shows the 'Schedule Wizard' section. On the left, there is a sidebar with tabs: 'Schedule Wizard', 'Parts Schedule', 'Details', 'Availability', 'E-mails', 'Pricing', and 'Summary'. The 'Schedule Wizard' tab is selected. The main area contains a 'Occurs' section with radio buttons for 'Once', 'Daily', 'Weekly', and 'Monthly'. The 'Once' option is selected. Below this is a 'Duration' section with a 'Starting date' field set to '14/08/2017'. A calendar pop-up is visible, showing the month of August 2017, with the date '14' selected. The 'Cornerstone' logo is visible at the bottom left, and a footer at the bottom right states 'Powered by Cornerstone OnDemand, Inc. ©2000-2017 All Rights Reserved. Terms - Privacy - Cookies - Feedback'.

3. On the **Parts Schedule** section, add a description and location (optional), and a start and end time.

Click **Save Part**

The screenshot shows the 'Edit Part' form. On the left, there is a sidebar with tabs: 'Schedule Wizard', 'Parts Schedule', 'Details', 'Availability', 'E-mails', 'Pricing', and 'Summary'. The 'Parts Schedule' tab is selected. The main area contains a 'Name' field, a 'Description' field, and a 'Location' field. Below these are buttons for 'Select Room Layout', 'Add Equipment', and 'Add Trainer'. The 'DATE AND TIME' section includes 'Starting date' (14/08/2017), 'End' (14/08/2017), 'Start Time' (10:00 AM), and 'End' (12:00 PM). There is also a 'Time Zone' dropdown set to '(GMT) Dublin, Edinburgh, Lisbon, London' and a checkbox for 'Display Times in Time Zone of User'. The 'PART BREAK' section shows 'Part Duration: 2 Hour(s) 0 Minute(s)' and 'Training Hours: 2 Hour(s) 0 Minute(s)'. The 'PART OCCURRENCE' section has radio buttons for 'Once', 'Daily', 'Weekly', and 'Monthly', with 'Once' selected. Below this is a 'Duration' section with a 'Starting date' field set to '14/08/2017'. At the bottom, there are three buttons: 'Save Part' (highlighted with a red circle), 'Save & Add New Part', and 'Cancel'.

4. The parts schedule is listed, showing start and end time. Click on the **Details** tab.
5. Under the **Registration** section, ensure that all three checkboxes are ticked for **Advance Registration**, and enter the **Minimum and Maximum Registration** number - this will determine the number of people who can register for this session:

## Chemistry Fire Extinguisher Practice

- Created by JING WOOD on 21/09/2017

**Session** Show Me
 

Parts Schedule
 **Details**
 Availability
 E-mails
 Pricing
 Summary

**Details**

Session ID: 20161007 Classroom Session ID Number: 7433
 Available languages: English (UK)
 Credits: 0
 Request Form: Please select a Request Form
 Required Training Approvals: 1 Place a value greater than 0 in this box to require this number of training approvals for all users who request this training. Changes to this field will only apply to users who do not have this cohort on their training record.
 Required Completion Approvals: 1 Place a value greater than 0 in this box to require this number of training completion approvals for all users who complete this training. If this box is blank, the LO will not require completion approval. NOTE: changes to this field will only apply to users who have completed this training.
 Course ID: Chem FE
 Training Contact: JING WOOD jing.wood@york.ac.uk

**RESOURCES**
Add Attachment
 No attachments have been uploaded for this Session

**REGISTRATION**

Attendance: 1 of 1 parts must be marked as attended for a session to be marked completed in the user's training record
 Advance Registration:
 ☒ Allow Advance Registration for Interested Users
 ☒ Users are Pre-Approved
 ☒ Register Users on Approval
 0 is the number of days Advanced Registration lasts after the session is created.
 Registration Deadline: 3 Day(s) Before first part of session starts. (Request and Register)
 Before: (Session Start Date and Time - Timing Selected Above = Registration Deadline)
 After: (Session Start Date and Time + Timing Selected Above = Registration Deadline)
 Minimum Registration: 0
 Maximum Registration: 10

**ENROLMENT**

Scroll to the bottom of the screen and click **Save**

- The remaining sections (availability, e-mails, pricing, summary) are either inherited from the event, or can be left at the default values and should not require any further changes.

Click **Save**

### Departmental Induction (Chemistry)

- Created by DUNCAN HADLEY on 10/08/2017

Sessions may be composed of an unlimited number of separate parts or schedules. When a user registers for this session, they will be automatically enrolled in each part. If this session is made up of multiple parts, enter schedule information for each part separately by clicking "Add Part" and entering the information on the new line. To check for location, equipment, or venue timetable clashes between your sessions or with other scheduled sessions, click "Check for Timetable Clashes".

**Session** Show Me
 

Schedule Wizard
 **Parts Schedule**
 Details
 Availability
 E-mails
 Pricing
 Summary

**Parts Schedule**

Add Part View Events Calendar Export to Excel Check Timetable Clashes
 

Status	Day	Part Name	Starts	Ends	Training Hours	Location	Trainer	Options
@	Monday	1	14/09/2017 10:00 GMT	14/09/2017 12:00 GMT	2 Hour(s) 0 Minute(s)	CIA/102		

 Back Save Cancel Next

- The new session is added to the list:

**Search**

Tentative Approved Completed Cancelled
 Session ID: Classroom Session ID Number: Starting date: to
 Location: Trainer:
 Search

**Create New Session**

**Sessions**

Day	Starting date	End date	Session ID	Classroom Session ID Number	Location	Enrolment	Evaluation	Status	Options
Monday	14/09/2017 10:00 GMT	14/09/2017 12:00 GMT		7261	CIA/102	0 of 100		Approved	

 (1 result)

## Adding people to the training session

1. Select the **View Roster** icon:

Sessions									
Day	Starting date	End date	Session ID	Classroom Session ID Number	Location	Enrolment	Evaluation	Status	Options
Friday	14/11/2014 10:00 GMT	14/11/2014 12:00 GMT		7280	Chemistry	0 of 100	  	Approved	  
Tuesday	30/09/2014 10:00 GMT	30/09/2014 12:00 GMT		7210	Chemistry	5 of 100	  	Completed	  

2. Click on the **Add Users** icon, and, in the pop-up window, search for the person by last name and/or first name:

Achieve your potential: york-ac - Google Chrome

Secure | https://york-ac.csod.com/common/popups/SelectOrgUnits.aspx?qs=%5e%5e%5e7RZrNMJIVthQasM6BErQzdVQi...


### Select User

Search is limited to 1000 records only

**Search**




Last Name:  ID:  Manager's last name:   
First name:  User Name:

**Search Results** (1 result)

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
	UNSWORTH, WILLIAM	Chemistry (Department) RICHARD TAYLOR (Manager)	36773	wpu500	TAYLOR, RICHARD

**SCHEDULE**

**USERS**

 Print Sign-In Sheet  Add Users  Withdraw/Move Users

Name ▲	User ID	Organisational Unit(s)	E-mail
--------	---------	------------------------	--------

Click on the **plus** icon to add the person's name on the list. Repeat the search and add process until the list of attendees is completed.

- Click on the **Done** icon:

Achieve your potential: york-ac - Google Chrome

Secure | <https://york-ac.csod.com/common/popups/SelectOrgUnits.aspx?qs=%5e%5e%5e7RZrNMJIVthQasM6B8ErQzdVQi...>

### Select User

Search is limited to 1000 records only

**Search**

Last Name:  ID:  Manager's last name:   
 First name:  User Name:

**Selected User**

REMOVE	NAME	ID
	UNSWORTH, WILLIAM	36773

(1 result)

**Search Results**

ADD	NAME	IDENTIFIER	ID	USER NAME	MANAGER
N/A	UNSWORTH, WILLIAM	Chemistry (Department) RICHARD TAYLOR (Manager)	36773	wpu500	TAYLOR, RICHARD

javascript:\_\_doPostBack('DoneButton','')

- The users will be added to the list, in the Pending status.  
Untick the **Send emails** checkbox, and click on **Add Pending Users to Roster**:

Session Delegate List

Delegate List | Attendance and Scoring

Inventory unassigned (0) Pending payment (0) Exception Requests (0) Waitlisted (0)

Session Status: Approved  
 Session Start Date: 14/11/2014 10:00:00  
 Session End Date: 14/11/2014 12:00:00  
 Seats Available: 100/100  
 Attachments:  No file chosen

**RESOURCES**

Add Attachment

No attachments have been uploaded for this Session

**SCHEDULE**

**USERS**

☐ Send emails

Name	User ID	Classroom Session ID	Organisational Unit(s)	Status
UNSWORTH, WILLIAM	36773	7280	Chemistry (Department)	Pending

☐ Print Sign-in Sheet ☐ Add Users ☐ Withdraw/Move Users

☐ Show Withdrawn/Removed Users (0 results)

Name	User ID	Organisational Unit(s)	E-mail	Attendance	Score	Pass/Fail	Status	Options
------	---------	------------------------	--------	------------	-------	-----------	--------	---------

- Next, record the attendance.

## Recording attendance

1. Click on the **Attendance and Scoring** tab, tick the **Attendance** checkbox for each user, and then click on the **Submit Roster** icon:

**NB - make sure to click on Submit Roster to ensure that the training is marked as completed.**

Safety Team Training

Session Delegate List

Delegate List Attendance and Scoring

Track attendance and scoring below. Use the 'Submit roster for completed users' button to submit attendance, scoring and pass status for users who have completed the number of parts required for session completion. Attendance, scoring and pass status cannot be edited once the roster is submitted and a user has the status 'Complete'. The admin may choose to submit the roster again and update the user's attendance, score and pass status where the user's status is not yet complete.

**IMPORTANT - Virtual ILT Sessions:** Wait 24 hours after the session ends before updating attendance. 1. Use 'Update Attendance' to get attendance from the vILT provider. Attendance from the vILT provider will appear below. 2. Use 'Submit Roster' to submit attendance, scoring and pass statuses for users who have completed the number of parts required for Session Completion. Please note, after the roster is submitted using 'Submit Roster', using 'Update Attendance' will no longer get attendance from the vILT provider. Finally, after following the two steps above, to manually update a user's attendance: 1. Make the appropriate changes. 2. Use 'Update Attendance' to save the changes. 3. Use 'Submit Roster' again to submit attendance, scoring and pass statuses for users who have completed the number of parts required for Session Completion.

Parts

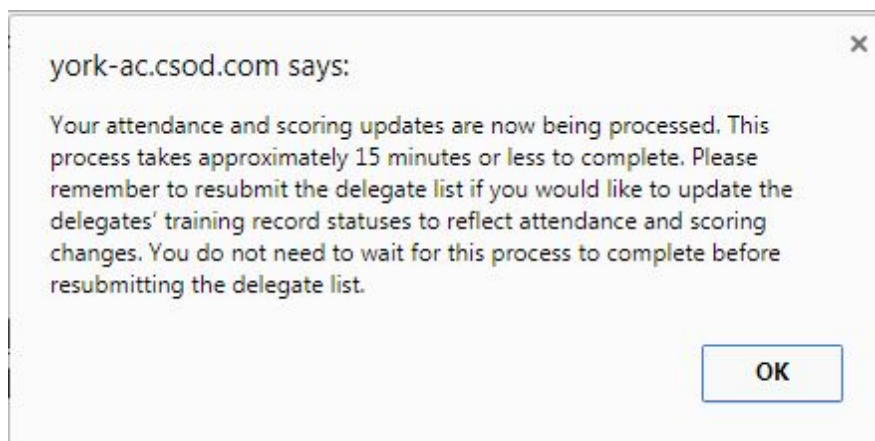
USERS

Check/Uncheck All

Name	User ID	Attendance	Score	Pass	Session completion
UNSWORTH, WILLIAM	30773	<input checked="" type="checkbox"/> 1	0	<input checked="" type="checkbox"/>	14/11/2014

Save Submit roster Back

2. Note the message and click **OK**:



3. After 15 minutes, the attendance will be updated:

USERS

Print Sign-In Sheet E-mail Registered Users Add Users

Show Withdrawn/Removed Users (1 result)

Name	User ID	Organisational Unit(s)	E-mail	Attendance	Score	Pass/Fail	Status	Options
UNSWORTH, WILLIAM	30773	Chemistry (Department)	william.unsworth@york.ac.uk	1 of 1 Parts Attended		Pass	Completed	

And the person's training record will be updated:

## Training Record: WILLIAM UNSWORTH

Options ▾

Use the training record to manage all active training.

Completed ▾

By completion date ▾

All Types ▾

Search for training



Search results (6)



### Recruitment and Selection (Starts 07/10/2016)

Completed: 07/10/2016 Status: Completed

View certificate



### Information Security Awareness

Completed: 22/08/2016 Status: Completed

View certificate



### Unconscious Bias Awareness in Recruitment & Selection

Completed: 08/08/2016 Status: Completed

View certificate



### Unconscious Bias Awareness

Completed: 08/08/2016 Status: Completed

View certificate



### Equality & Diversity

Completed: 08/08/2016 Status: Completed

View certificate



### Safety Team Training (Starts 14/11/2014)

Completed: 14/11/2014 Status: Completed

View certificate







